



Durham • Freeport • Pownal

REGIONAL SCHOOL UNIT NO. 5
DATA SPECIALIST/PROJECT MANAGER
BENEFITS SUMMARY
EFFECTIVE
SEPTEMBER 1, 2019 – AUGUST 31, 2020

Data Specialist/Project Manager
Employee Benefit Schedule
Effective September 1, 2019 – August 31, 2020

Employees included in this summary:

Data Specialist/Project Manager

Insurance Benefits

<u>Annual Hours</u>	<u>Health Benefits</u>	<u>Dental Benefits</u>
Maximum Benefit (209 work day contract year)		
Single Coverage	100% previous year single health premium	100% current year single dental premium
Adult/Child Coverage	94% previous year adult/child health premium	100% current year single dental premium
2 Adult Coverage	94% previous year 2 adults health premium	100% current year single dental premium
Family Coverage	86% previous year family health premium	100% current year single dental premium

- Health insurance premiums for part time employees will be prorated accordingly for single, adult child, two adults, and family coverage.*
- RSU No. 5 agrees to deduct insurance payments from an employee's paycheck on a "pre-tax" basis to the extent permitted by law.*
- Cash In-lieu of Health Insurance*
 - An employee may voluntarily elect no coverage or to withdraw from their existing district health insurance coverage during open enrollment or for a qualifying event and receive an annual \$3,500 bonus pro-rated for the amount of the contract year remaining.*
 - An employee may voluntarily elect to withdraw his/her spouse and/or children from their existing health insurance coverage and receive 50% of the district cost savings (up to \$4,500) on a one-time basis. If notification is made after July 1st the bonus shall be pro-rated based on amount of contract year remaining.*
 - If district health coverage is reinstated during the contract year due to a qualifying life event, the bonus will terminate in the month coverage is resumed.*
 - Cash In-lieu will be distributed over the employee's contract period in the regular paycheck and not as a one-time distribution. The cash in-lieu is subject to employment and income tax withholdings and does not qualify for Maine State Retirement.*
 - The employee must notify the district in writing of his/her intent to decline district health coverage.*

Professional Development

- RSU No. 5 agrees to pay for up to twelve (12) related graduate credit hours per year for employees matriculated in a degree program. Otherwise, RSU No. 5 will pay for up to six (6) graduate credit hours per year. Tuition will be paid at the time of enrollment. If the course is not completed with a satisfactory grade the employee will reimburse the district the full cost of the course. Graduate credits will be paid the University of Maine (USM) rate.*

Retirement

- Employee shall receive up to thirty (30) days of unused sick leave at the employee's per diem rate upon retirement and notification of written receipt of retirement benefits from the Maine Public Employees Retirement System. The employee must be of "normal" retirement age as defined by MEPERS (age 60, 62, or 65 depending on years of service).*
- In order to be eligible for the sick leave retirement reimbursement, the employee must have a minimum of eight (8) years of combined service within the RSU.*
- Employees should notify the Superintendent of retirement or intent to leave no later than January 1 to receive their accumulated sick leave benefit payout within 30 days of last day of employment, otherwise payment will be deferred to the following budget year.*

Leaves

- Leaves for part-time employees will be prorated accordingly.*
- Leaves will be prorated based on hire date accordingly.*
- Immediate family member shall include an employee's spouse, domestic partner, child, step/foster child, parents, grandchild and any other member of the immediate household.*
- Extended family member shall include sibling, step parent, foster parent, mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and grandparent.*

Personal	Sick	Bereavement
3 days	15 days	5 days/Immediate Family 3 days/Extended Family 1 day/Close Friend or Relative not enumerated above

- Personal leave*
 - If third personal day is not used, it will be added to sick leave.*
 - Requests will need to state reason and must be made to the employee's Supervisor at least five (5) days before taking leave (except in cases of emergency) and are subject to the Superintendent's approval.*
 - Personal leave days are intended to address compelling, non-recreational personal or family business that cannot be taken care of outside of the work-day.*
- Sick leave*
 - Employees are expected to schedule routine medical and dental appointments for non-work times outside of the work day whenever possible.*
 - Unused sick leave may accumulate from year to year to a maximum of one hundred twenty (120) days.*
 - Employees are allowed to use up to ten (10) days of their sick leave per contract year to address the illness of immediate family members.*
 - Superintendent may require medical documentation for absences of five (5) consecutive work days or a pattern of sick leave use.*

Wages

- Initial wages shall be determined by the Superintendent based on his/her evaluation of the employee's prior experience. Future wage increases will be paid based on job performance.*
- Employees shall be paid bi-weekly via direct deposit in 26 equal installments.*

Please detach, sign, and return to Human Resources

RECEIPT OF DATA SPECIALIST/PROJECT MANAGER BENEFIT SUMMARY

I, _____, received a copy of Regional School Unit No. 5 Data Specialist/Project Manager Benefits Summary Effective September 1, 2019 – August 31, 2020.

Signature of Employee

Printed Name of Employee

Date

Return to:
Sandrine Moser
Human Resources Coordinator
RSU No. 5- Central Office
17 West Street
Freeport, ME 04032

To be filed in Employee's Personnel File

RSU No. 5 Data Specialist/Project Manager Benefit Summary Effective 09/01/2019 – 08/31/2020